

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: I-5 Fix Project	REFERENCE NUMBER: 2008-016
DATE ISSUED: 05/30/08	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Labor Relations Officers**

FROM: Department of Personnel Administration
Classification and Compensation Division

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Tonight is the start of the I-5 Fix Project and we urge departments to allow as much flexibility to employees' work schedules as possible to alleviate commute stress and reduce greenhouse gas emissions. We are encouraging departments to schedule or postpone meetings and events that would bring traffic into the downtown area. [PML 2008-013](#) identifies resources for telework, alternate work schedules, and flextime. We ask that you encourage use of these options during the I-5 Project.

Cal/EPA has set up a hotline (866) 246-4910 for State employees that need assistance in planning alternatives to driving during the I-5 Fix Project. State employees who call the hotline will speak with trained operators who can provide information on mass transit and carpooling, as well as direct them to their departmental contact for information on alternative work schedules and telecommuting. The hotline is available daily between 6:00 am – 7:00 pm through June 14.

Last week a request was sent to departments to designate a contact person to serve as point person on the I-5 Fix Project. These contacts will be receiving materials from Cal/EPA to survey their departments. These responses will be used to evaluate the effectiveness of the Governor's Executive Order and become a part of a UC Davis academic study. We hope these efforts will better prepare the State for other planned or unplanned road closures in the future, as well as help reduce greenhouse gas emissions from State operations.

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We would like to recognize the volunteer Carpool Commute Coordinators that have been preparing for the I-5 Fix Project since last December. Through their efforts, employees have been provided commute alternatives consistent with the Governor's Executive Order. For the name of your department's Carpool Commute Coordinator refer to <http://www.sacramento-tma.org/members.html>. If your department does not have a Commute Coordinator, please contact Marilyn Bryant, Executive Director of Sacramento TMA/Commuter Club at sactma@surewest.net.

If you have any questions, please contact the DPA I-5 Fix coordinator, Maria Pires-Molina at (916) 323-3343 or email MariaPires-Molina@dpa.ca.gov.

/s/Belinda Collins

Belinda Collins, Chief
Classification and Compensation Division